

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] contract position with [Company Name] and for taking the time to meet with us to discuss your background and experience.

I am writing to inform you that we have decided to move forward with another candidate whose qualifications more closely align with the specific requirements of this project at this time.

We appreciated learning about your skills and will keep your resume on file for future contract opportunities that may be a fit for your expertise.

We wish you the best of luck with your current endeavors and future career pursuits.

Best regards,

[Your Name]

[Your Title]

[Company Name]